

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES CHILD DEVELOPMENT DIVISION	<h1>GM: 14.1</h1>
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## Specialized Child Care (children aged 6 weeks to 13 years)

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CIS Specialized Child Care Services are a continuum of available supports for particular populations of children (age 6 weeks to 13 years) and their families. CIS Specialized Child Care Services are intended to increase access to and enhance success in high quality child development programs for children. CIS Child Care Coordinators hold primary responsibility, coordination, oversight and content expertise regarding the provision of specialized child care services and supports.

The particular populations identified for these services, irrespective of their participation in the State's Child Care Financial Assistance Program, include:

- a. Children with open cases with the Family Services Division (FSD) of the Department for Children and Families (DCF);
- b. Children with special physical, behavioral, or developmental needs;
- c. Families experiencing significant, short term stress.

Specialized Child Care services include:

1. Ensuring access to quality child development programs including:
  - a. Supporting the regional availability of specialized child care providers as needed as they seek to provide high quality care for enrolled children with identified specialized needs;
  - b. Providing expertise on the CIS teams and to child- and family-serving providers/organizations regarding regulated child care;
  - c. Serving as the primary service coordinator for CIS families whose primary service need is child care;
  - d. Assisting families in navigating the Child Care Financial Assistance Program and identifying specialized child care providers and community resources to support the families' identified needs;
  - e. Administering Financial Assistance Program benefits for the following service needs: Child Care Family Support, Child with Special Health Needs,

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- and Protective Services, including using all CIS forms and developing One Plans with families as required;
- f. Assisting and orientating Family Services Division (FSD) social workers in understanding the expectations for approving eligibility and identifying appropriate specialized child care providers, support ongoing coordination between FSD staff and CDD when a child care provider is seeking to become a resource family for FSD, and supporting child care programs to obtain Specialized Child Care Provider Status; and
  - g. Processing enrollment in the Bright Futures Information System (BFIS) for children/families receiving a Financial Assistance Program benefit for a specialized service need in accordance with all Child Care Financial Assistance Program regulations, policies, documentation, and timelines.
2. Ensuring access to transportation services as defined in regulation including:
    - a. Administering transportation determinations
    - b. Assisting eligible families to access transportation to enable children to access quality child care;
    - c. Coordinating and processing transportation enrollment in BFIS; and
    - d. Monitoring regional transportation providers to ensure they meet transportation agreement requirements and report back to the designated State CIS team member.
  3. Supporting Specialized Child Care providers including:
    - a. Assisting high quality child care providers in becoming Specialized Child Care Providers by conducting onsite visits, completing the requisite documentation and submitting it to the State. Supporting providers to maintain their Specialized Child Care Provider Agreement;
    - b. Providing resources and supports to child care providers in order to support the successful enrollment and healthy development of enrolled children. On-site services must be documented using the One Plan documentation as required of CIS integrated services.
    - c. Support services may include:
      - i. Assisting child care providers in accessing local resources and statewide systems for professional development and continuous quality improvement, which includes participating in, maintaining, and increasing Step Ahead Recognition System (STARS) levels. Accessing resources includes: Child Care Wellness Consultants; Child Care Resource Development Specialist; Vermont Birth-to-Five; Multi-tiered System of Supports; Mentoring, Assisting, Teaching, Coaching, and Helping (MATCH); etc.

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- ii. accessing community resources to support the needs of enrolled children and their families including other CIS services. Supporting child care providers, in collaboration with a child's family and CIS team, to develop and submit Special Accommodation Grant applications to the State.